

## Prevention and Early Intervention (PEI) Community Program Planning Funding Request Review Process

The Mental Health Services Oversight and Accountability Commission (OAC) voted on 9/29/07 to approve funding of Prevention and Early Intervention (PEI) Community Program Planning funds from the Mental Health Services Act (MHSA) for any county whose funding request 1) is within its FY 07/08 Maximum Community Program Planning funding estimates; 2) is compatible with the “Community Program Planning Process” as described in Part II Community Program Planning Process, PEI Component of the Three-Year Program and Expenditure Plan; 3) follows the application’s instructions to “briefly describe the purpose and amount for which the requested funding will be used.”

The table on the following page describes the process the OAC will use to review the Prevention and Early Intervention (PEI) Community Program Planning funding requests. This includes the process the Department of Mental Health (DMH) will use to provide comments to the OAC.

## Prevention and Early Intervention (PEI) Community Program Planning Funding Request Review Process

- Step 1
- DMH will receive and date stamp PEI Community Program Planning funding requests and forward copies immediately to OAC
  - DMH will review the county's request and forward comments to the OAC within one week of receipt
- Step 2
- OAC will review Community Program Planning funding requests within two weeks of receipt from DMH
  - OAC will discuss each request with DMH, consider DMH's comments and perspective and inform DMH of OAC's funding recommendation (whether OAC's approval of funding can be implemented or if more information or modifications from the county are needed): completed within two weeks of receipt
- Step 3
- Within three weeks of OAC receipt of the county's request, OAC will notify the County Director and/or MHSA coordinator via email and phone call if the plan is approved and/or additional information or modifications are needed
  - For approvals of funding, the phone call and email will be followed by a letter to the county, completed within three weeks of receipt.
  - The approval letter authorizes the county to begin incurring expenditures for PEI Community Program Planning; however, funding will not be released until there is an executed MHSA Agreement.
- Step 4
- County will resubmit request simultaneously to DMH and OAC if additional information is required; this will allow OAC to begin the review of the re-submission immediately
- Step 5
- Repeat step 3 until approved; OAC will complete new review within two weeks of re-submission
  - For questions about the review process or for more information about review of a county request, please contact Deborah Lee, consultant to the OAC: 415-386-6651 or [dlglee@comcast.net](mailto:dlglee@comcast.net)
  - For questions about the PEI Community Program Planning process, please contact Nichole Davis at DMH: 916-651-0691 or [Nichole.Davis@dmh.ca.gov](mailto:Nichole.Davis@dmh.ca.gov)
  - For questions about your county's MHSA Agreement, please contact you County Operations liaison